



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Chris Crowley, Treasurer
Brian Baird for Congress
P.O. Box 5016
Vancouver, WA 98668

JAN 24 2001

Identification Number: C00310904

Reference: 30 Day Post-General Report (10/19/00-11/27/00)

Dear Mr. Crowley:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-On Schedule B of your report, you have itemized disbursements for which you have failed to include the full address and purpose. Please amend your report to include the missing information. (11 CFR §104.3(b)(4))

-Schedule B of your report discloses disbursements to credit card companies. When reporting payments to credit card companies, if the payment to the original vendor aggregates in excess of \$200 in a calendar year, you must itemize, as a memo entry, the name and address of the original vendor, together with the date, amount and purpose of the expenditure. Please amend your report to include the missing information. (11 CFR §104.9)

-Schedule B of your report discloses reimbursements to individuals for transactions other than travel, meals and lodging. Please be advised that when itemizing reimbursements to individuals for goods or services, if the payment to the original vendor aggregates in excess of \$200 in a calendar year, a memo entry including the name and address of the original vendor, as well as the date, amount and purpose of the original purchase must be provided. Please amend your report to include the missing information.